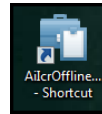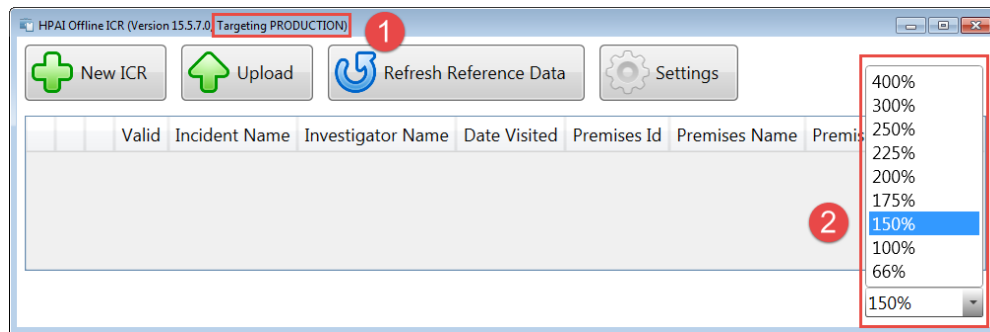# Opening the ICR Application

Open the AiICROffline application from the desktop icon

1. Ensure you are working in the correct environment – this can be found in the top title bar the options are

    - Production (this is for collection of actual field information)
    - Training
    - Test
    - Development

2. Available on all screens is a magnification setting that allows users to adjust the presentation size of the application contents. Adjusting the magnification on any screen with change all screens in the applications.

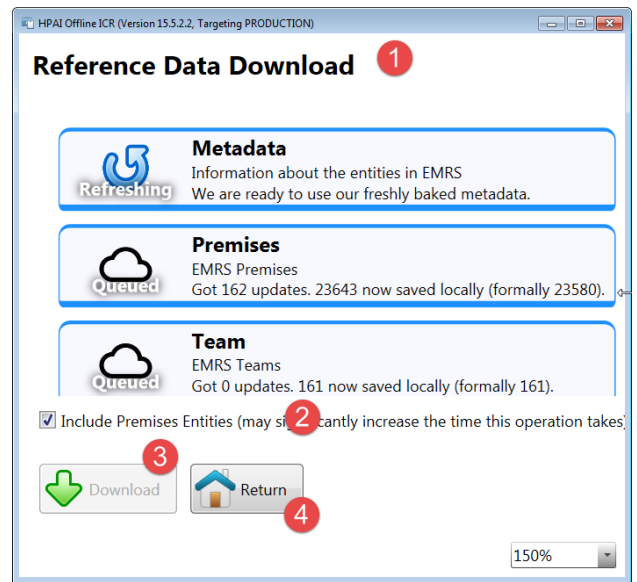# Initial Reference Data Download

Before the initial use of this application, EMRS reference data must be downloaded. This data download will allow the application to function properly and provides information for dropdowns and other functions.
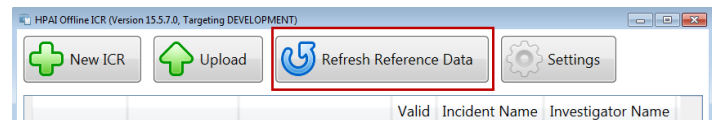
Note the New ICR button remains inactivated until the initial reference data download is complete.

1. The Reference Data Download screen opens displaying the data elements waiting for download. Once the download completes the application reports if the data download was successful and how many records downloaded.
2. Selecting "Include Premises Entities" option will bring down all the premises the user has access to in EMRS. When downloaded the application will use this information for existing premises matching
3. Tapping the Download button will open the EMRS Login screen to begin the download (an internet connection will be required).
4. Tapping Return will take the user back to the opening screen without downloading any reference data.

It is recommended to perform the initial data download through an internet connection with good transmission rates (i.e., use of a 3G mobile hot spot may take a very long time for the initial download). After the initial download of reference data, the use of a mobile hot spot to upload records and checking for reference data updates should not be a problem.

From the login screen, enter your EMRS Username and EMRS Password then tap Login to begin the reference data download. Selecting Cancel will terminate the Reference Data download process.
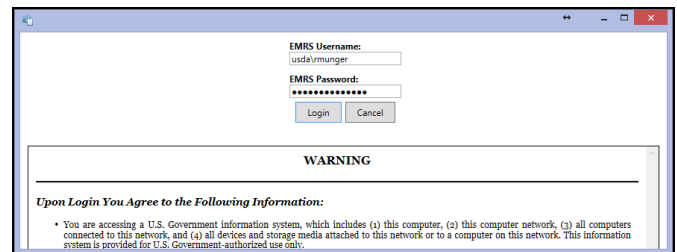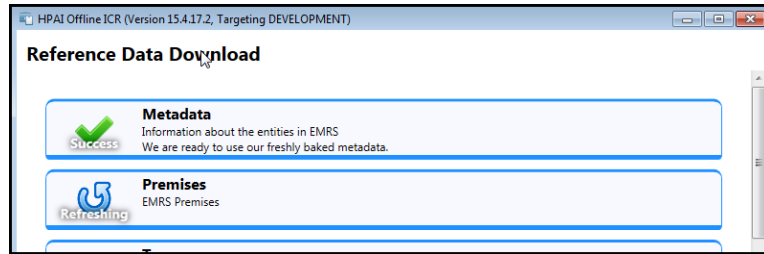
After tapping Login, it may appear that nothing is occurring but the application is attempting to log the user into EMRS. After a minute or so a pop up will appear - Tap OK to continue…
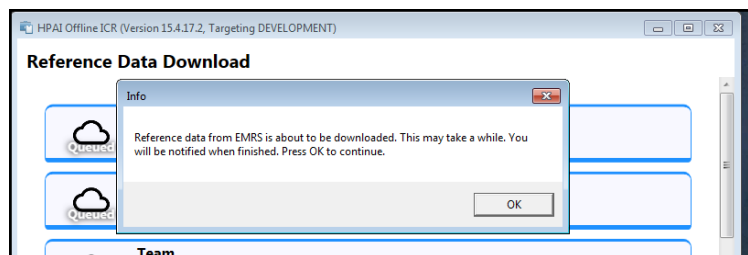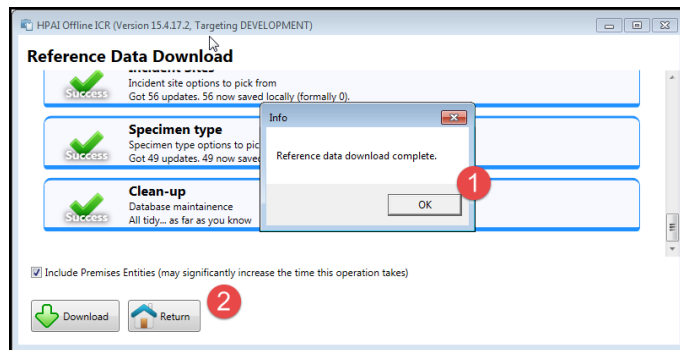
While data is downloading the individual elements will display their progress. Metadata takes a fairly long time so be patient.
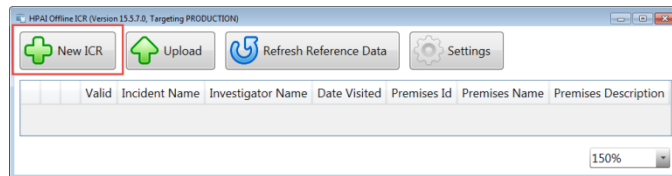
When the download is complete tap OK

1. Tap Return to go back to the main screen

After downloading the Reference data, the New ICR button becomes active.

Create an ICR

Selecting the New ICR button [New ICR] will open the ICR data entry window. The information requested here is very similar to the EMRS ICR dialog and should be self-explanatory. Any field that is required displays the **(Required)** label and the record will not be available for uploading into EMRS until all required information is complete. Some data fields are only exposed to the user as needed based on previous answers and otherwise remain hidden.

Automation

The following fields will auto-populate with the last used value which helps reduce the data entry burden in the field.

- Incident
- Investigator
- Date (populates with current system date)
- Production Type
- Premises State
- Incident Site

The sample ID fields remember the last ID used (even between ICRs) and allow the user to increment or decrement the previous number to populate the field

At the bottom of the data entry screen, there are the options to **Save Report**, **Cancel** or **Delete** the ICR.

Selecting **Save Report** will save the ICR for uploading into EMRS.

Cancel will delete any unsaved work including the entire ICR you are working on if not previously saved.

Selecting **Delete** will delete the current ICR and a copy will not be available.

If not all the required information necessary to complete the ICR is available, the application will allow the user to save the current record in an incomplete state. This allows the user to complete the form when the information is available without losing their existing work.

Selecting Save without entering all the required information will cause the application to display a list of the required information that is missing.

Additionally, after attempting to save each required field that is not complete becomes outlined in Red.

To save the record, until the missing data is available, select the box next to Override – correct data later and select Save Report.

Printing Forms

Currently the HPAI ICR Off-line application supports the creation and printing of the Backyard Surveillance forms for MN and IA. Much of the information needed for these forms is captured within the application and any additional information that is needed on the form can be entered into a fillable screen prior to printing.

To create or print a form from the Off-Line ICR application click/tap on the forms button for the desired ICR.

Based on the premises state the application provides the form options available for the activity type and state. Currently the application only supports one activity ICR and two states but the developers have planned for easy future expansion.

A data entry form opens that provides an interface for the user to enter additional information into the selected form not captured within the main application. All blue fields allow for additional data entry while the application prepopulates the yellow fields. Any missing data in the yellow fields should be entered in the application prior to printing the form.

Uploading Files to EMRS

To upload completed files to EMRS, ensure you have an internet connection and then tap the upload button.
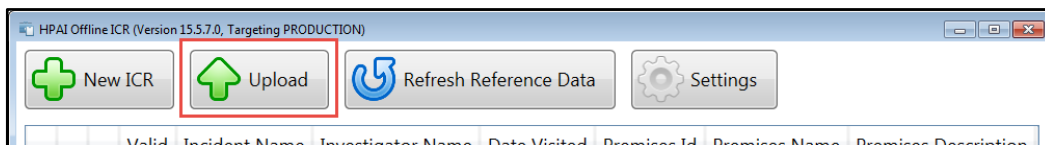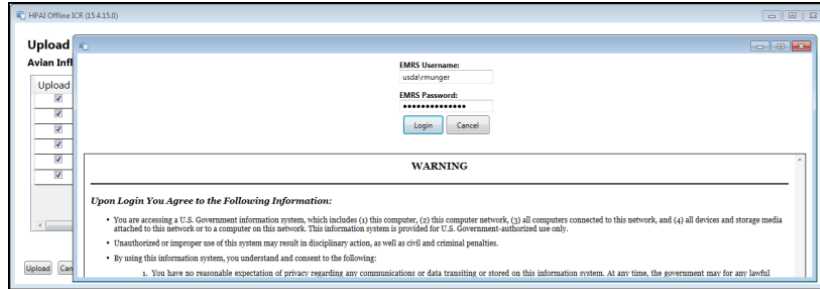

The application opens the Upload window and automatically selects all completed ICRs for uploading. Any incomplete ICRs will not appear on this screen.
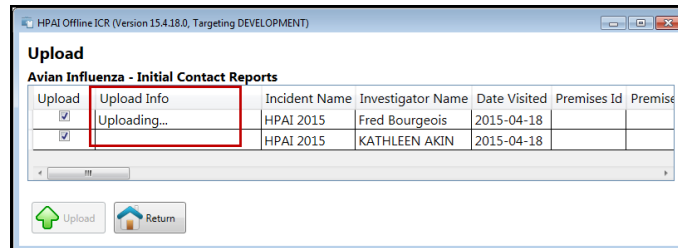

Note: Any file that you do not want uploaded can be deselected by double tapping on the checkbox for that file in the Upload column. This will remove the check and the file will not upload during the current session. However, it will be automatically selected for uploading on the following upload.

Enter your EMRS Username and Password then select Login to begin uploading.
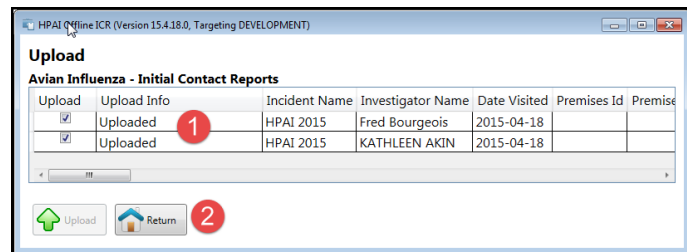
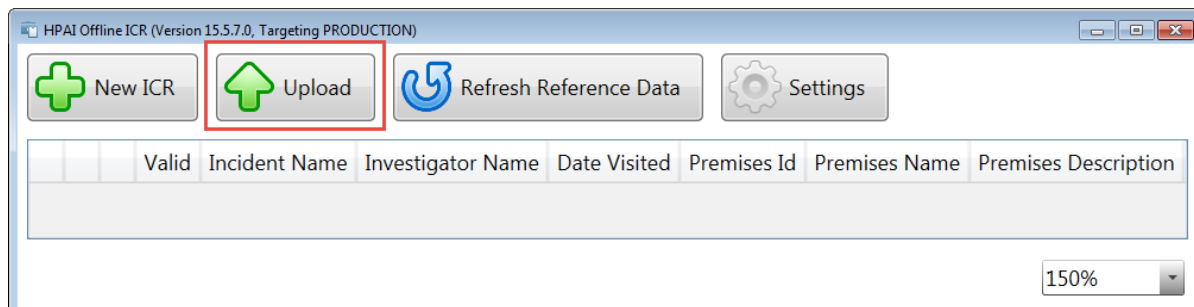During the upload process, the application displays the uploading status for each file.

1. When the upload has finished all files will have "Uploaded" displayed in the Upload Info column.
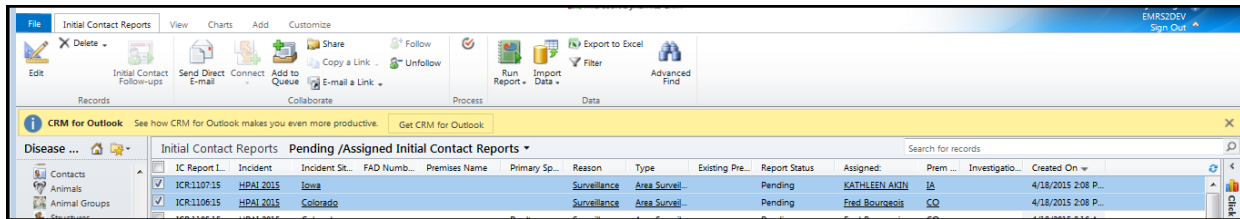2. Use the Return button to go back to the main page. The Upload button becomes inactive to prevent duplicate uploads into EMRS.

Any incomplete ICRs are still available for editing/completion from the main screen once the upload finishes.

After uploading from the Off-Line application, the files are available in EMRS for additional follow-up.

Note: This application is configurable to connect to EMRS production, training, test, or development environments. However, entries started in one environment cannot be moved to a different environment. For example, if the user starts an ICR in the training environment they would not be able to change to the production environment and have the information available to upload into production.